



POSTED: August 26, 2024

## **BEAUSOLEIL FIRST NATION EMPLOYMENT OPPORTUNITY**

### **DOCK ATTENDANT \ TRAFFIC CONTROLLER (2 POSITIONS)**

#### **INTRODUCTION:**

The **Dock Attendant \ Traffic Controller** will maintain on-land operations on the Christian Island ferry wharf. This will include queue line guiding, delivery pick-up arrangements, keeping traffic flowing, parking, cleaning areas, and providing garbage receptacles. Monitor people traffic and ensure safety and security on the wharf site area.

#### **MINIMUM QUALIFICATIONS:**

- Excellent Customer Service Skills, including an appreciation of the need for tact and a positive, cheerful, and informed approach with the public
- Displays initiative, strong interpersonal skills and high level of organizational skills
- Excellent verbal communication skills
- Ability to work shift work, which includes days, evenings, weekends and statutory holidays, as scheduled
- Willingness to train in various aspects of the job. Such as First Aid /CPR, Security, and Marine shipping regulations pertaining to wharf management.
- Physically fit and able to lift up to 50 lbs.
- Grade 10 minimum to be eligible for required training.

#### **ESSENTIAL DUTIES:**

- Queue line is kept orderly and directs drivers where to line up to maintain order.
- Keep the dock clear of obstructions, especially directly where the ferry lands.
- Ensure deliveries are picked up by informing respective departments or persons.
- Clean the area and direct people to use provided waste receptacles
- Keep people off docked vessels, including swimmers.
- Direct parking to maintain traffic flow to and from ferry
- Handle visitor and resident inquiries and concerns
- Act as liaison between terminal patrons, ferry crews and departments as needed
- Assist with the development and implementation of new processes and procedures

#### **KNOWLEDGE, SKILLS & ABILITIES**

- Express ideas and information clearly and concisely, both verbally and in writing; maintain cooperative working relationships with peers, employees, leadership and the public.
- Strong computer and communication skills, including confident public speaking skills

**Duration:** Term Contract, Seasonal

**Closing Date:** Thursday, September 5, 2024

**Hours of Work:** 40 hours per week, shift work, must be available for weekends, evenings & holidays

**Range of Pay:** \$18.50 to \$20.00 per hour; 35-40 hours per week

**Eligibility:** Due to the nature of the funding sources, you must be a Beausoleil First Nation Band Member.

Direct	TBA	Functional	Bruce Marsden Jr.
Supervisor:	Transportation Coordinator	Supervisor:	Capital & Public Works Director

#### **HOW TO APPLY**

Applications can be delivered in person, via fax, or email to the Beausoleil First Nation Administration Office

Attention: Human Resources Department

11 O'Gema Miikan, Christian Island, ON, L9M0A9

Tel: (705)247-2051, Fax: (705-247-2239), Email: [jobs@chimnissing.ca](mailto:jobs@chimnissing.ca)

#### **Applications must consist of the following:**

Cover Letter, Current Resume, 2 Employment Reference Letters, and 1 Character Reference Letter.

*Your application package must be clearly marked with your name and the position you are applying for.*

*We thank all who apply; however, only those selected for an interview will be contacted.*